

Task 2 – Community Involvement

This task includes technical support provided by the contractor for various public outreach activities. The contractor shall assume there will be three public meetings – one meeting to be arranged by the contractor and two meetings arranged by key stakeholders. Also, the contractor shall assume that they will be making a formal presentation of project activities and progress on the remedial design at two of the three public meetings. The contractor will provide two staff to travel to the site with one key staff member responsible for the technical presentation and responses to questions and one staff member to assist with overseeing setup, note-taking, and sign-in duties.

- The contractor shall prepare up to eight project information posters for public meetings. The contractor shall first prepare draft posters for comment by GLNPO and key stakeholders. The contractor shall incorporate comments and prepare final products prior to the meeting or event. The final posters should be prepared as 24” x 36” high quality paper copies, clipped to reusable hard board (e.g., foam core). The contractor will bring the posters to the meeting or arrange for delivery with a local partner chosen by GLNPO. The contractor shall provide a method for display of the posters at the meeting, if none exist at the location.
- The contractor shall make the arrangements for one public meeting/availability session/open house lasting up to two hours, including the selection and reservation of meeting spaces, chairs, podiums, and PA systems.
- The contractor shall provide one person for note-taking support at all three meetings and will provide an electronic file of the notes to GLNPO and key stakeholders. GLNPO may request that notes from one or all meetings be arranged in FAQ format, framing topics of community interest and concern in question format and framing information provided by GLNPO and its project team as the answers.
- The contractor shall prepare a sign-in sheet including spaces for name, affiliation, address, and email. Information will then be entered into an electronic file (e.g., Excel) to create an email and mailing list database that will be shared with GLNPO and key stakeholders.
- The contractor shall create and maintain a database of photographs that includes pictures of the project site and action near the site, including but not limited to, sediment sampling, community events, fish and wildlife at the site, current habitat, and community members recreating by the site. The photographs will be used for outreach materials, and so an emphasis should be placed on high visual impact. Photographs should align with community interests and concerns as advised by GLNPO. This may include securing a professional photographer to handle all photographing and photo editing services.
 - Ease of Access. The database shall be easy to use (with functionality similar to modern photo sharing sites like Flickr, Picasa, or SmugMug). Photographs shall be organized as visual thumbnails, where many (50-100) can be viewed at once. GLNPO should be able to scroll through enlarged images with the click of a button.
 - Quality. All photographs shall be high quality, with a minimum resolution of 8 megapixels (3264 x 2448 pixels) or a file size of 5.0 MB. The image’s exposure shall be sufficient to allow the viewer to recognize the subject. In other words, the

- image should not be over- or under-exposed. The image should not contain a timestamp.
 - Metadata. GPS info, direction of photo, photographer, camera and lens used, focal length, capture date, capture time, exposure (f-stop and shutter speed), and ISO setting.
 - File type. The contractor shall provide images in JPEG file format.
 - Before and After. The contractor will take a series of photographs at up to 5 different locations on the site chosen by GLNPO. The contractor will provide GPS coordinates for the location.
 - Captions. All photographs should contain detailed captions describing the picture's location and orientation, the day it is taken, and what is in the picture.
- The contractor shall produce two graphically designed artist renderings of the site as the site would look after project remedial activities are completed. One will be illustrated from the vantage point of the park's viewing platform. The other will be illustrated from a bird's eye view of the dam pool. The intention is to set expectations about what the site will look like post-remediation and inspire ideas for future community use. This task may include securing a professional artist.
- The contractor shall arrange for video at the project site. This may include securing professional videographer to handle all recording, script writing and editing services. The contractor shall incorporate GLNPO and key stakeholder comments before video is completed.
 - Length. The final, edited versions of the videos will run between 60 seconds and 4 minutes.
 - Content. Content could include animated visualizations of the remedy, explanations of project benefits and short-term disturbances from community leaders, footage of the project site, or other topics pertinent to community interests and concerns.
 - Video Quality. Video quality may be up to 5k resolution.
- The contractor shall develop and update a mailing list as needed by GLNPO for informational mailings to the community. The mailing list shall be sorted into stakeholder categories (resident, business, river user, environmental NGO, municipality, etc.). The contractor shall provide GLNPO an electronic copy of the mailing list. Mailing labels shall be provided to GLNPO upon request. For budgeting purposes, the contractor shall develop one new mailing list, which will have at least 100 entries; however, it may have well over 1,000 names.
- The contractor shall send a subset of informational postcards to near-by residents based on feedback from community outreach stakeholders.
- The contractor shall prepare, assemble, and mail out information packets regarding site activities, assume one mailing for this Task Order. The packet and contents should be printed in color. The packet may include information produced by the contractor, GLNPO, or key stakeholders. The packet may include content/information regarding the Legacy Act process, site history, upcoming site activities and opportunities for public involvement in addition to information regarding the results of studies, plans for cleanup, and where to go for more information. The packet may include:
 - Draft Information Packets. The contractor shall prepare one draft information packet. The packet may include a pamphlet, an informational letter, and materials

from GLNPO's outreach partners, all mailed as one.

- Pamphlet. It is anticipated that the contractor will develop a two to four-page draft pamphlet on topics such as completion of projects, habitat restoration, or general site updates. The pamphlet may include background information about the Area of Concern, some site history and background on GLLA, or GLNPO. The pamphlet may include illustrations that the contractor has previously developed for meeting posters and require development of new graphics, infographics, and maps.
 - Informational letter. It is anticipated that the letter will be one page, be written in plain language, and contain information pertaining to community interests and concerns regarding the project, as well as an invitation to the public meeting.
 - Materials from GLNPO's partners. These may include information related to the GLLA project and the AOC program.
 - Final Information Packets. The contractor shall prepare final information packets incorporating all GLNPO comments. The contractor shall produce printed information on recycled paper. The contractor shall attach mailing labels to the information packets before delivering them to the nearby post office or to GLNPO for mailing, whichever is more cost effective and time efficient.
- The contractor shall also provide graphics optimized for web browsers if a site-specific website is developed.
 - The contractor may be asked to draft these deliverables in languages other than English, as needed.
 - The contractor shall participate in up to 8 community outreach meetings via conference call with GLNPO and project partners. For budgeting purposes, the contractor shall assume two people per meeting for 1 hour each meeting.

Electronic copies in both native format and Adobe Acrobat of all CI materials will be provided to GLNPO and key stakeholders.